GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Training – Andhra Pradesh Human Resource Development Institute – Comprehensive Online Modified Modules for Induction Training (COMMIT) – Mandatory to all Government Employees who are recruited within 5 years including appointed on compassionate grounds – orders-Issued

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GENERAL ADMINISTRATION (TRAINING) DEPARTMENT

G.O.RT.No. 652 **Dated: 20-03-2019**
Read:

From the DG, APHRDI Lr.No.APHRDI/DoPT/COMMIT/19 dt:12.3.2019.

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O R D E R:

The Director General, APHRDI has stated that the Institute is taking up a significant programme called title “”Comprehensive Online Modified Modules for Induction Training”(COMMIT) for various categories of employees and it is supported by Department of Personnel & Training (DoPT),Government of India.

2. Twenty-Eight hours blended training course allows officers and faculty to take advantage of the flexibility and convenience of 20 hours’ online course while retaining the benefits of 8 hours’ face–to-face classroom experience. The “COMMIT” will be strategically aligned with the mission and goals of Induction Training programme to develop skills and attitude towards improving service delivery keeping the citizen at the core.

3. The 15 e-Learning modules are hosted on DoPT server and will be accessible to each participant through a dedicated user name and password, generated on registering on the Portal. The details of e-modules are: Goal Setting, Personal and Organisational Values, Time Management, Stress Management, Leadership, Team Building, Problem Solving and Decision Making, Communication for Citizen Centric Behaviour, Conflict Resolution, Emotional Intelligence, Personal and Professional Effectiveness, Motivation, Right to Information, Office Procedure, Financial Accounts and Processes. On completion of 20 hours of e-Learning, Participants can collect their certificates and provide feedback on the programme.

4. APHRDI will appoint one nodal officer and one technical expert to assist the participants. The Institute will also conduct one day face to face orientation Programme besides providing unique user ID and password. The details of date and venue of the programme will be given separately.

5. Government after careful consideration of the proposal of the APHRDI, hereby order to make it mandatory to undergo the “Comprehensive Online Modified Modules for Induction Training” (COMMIT) for the employees including appointed on compassionate grounds who joined in the service during the last 5 years.

6. All the Departments of Secretariat are requested to take full advantage of this programme which imparts training in a cost effective manner without dislocation of trainees from their place of work.

7. The DG, APHRDI is requested to make all necessary arrangements and provide assistance to the departments for successful conduct of this training programme.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

ANIL CHANDRA PUNETHA
CHIEF SECRETARY TO GOVERNMENT

To
All Departments of Secretariat
The Director General, AP HRD Institute, Bapatla,
All Heads of Departments
All District Collectors.

// FORWARDED :: BY ORDER //

SECTION OFFICER